

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Analyst Trainee

SALARY RANGE: \$41,230.15 - \$43,094.21 (P95)

WORKWEEK: 35 hour workweek

POSTING PERIOD FROM: November 18, 2015

TO: December 2, 2015

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)
☒ General Public

DIVISION/LOCATION:
Office of Management & Budget
Cash Management Unit
33 West State Street
Trenton, New Jersey 08625

JOB DESCRIPTION: The Office of Management and Budget (OMB) seeks an Analyst Trainee to learn and assist in the Request for Proposal bidding process for cash management banking services in order to obtain effective banking services for State agencies at a reasonable cost. This process includes identifying effective contract award recommendations and assisting in performing bank compensation tasks. May also assist in or perform the review, analysis, and appraisal of current departmental administrative procedures, organization, and performance, and help prepare recommendations for changes and/or revisions. Will learn to coordinate with other State agencies and departments to develop clearly defined and industry acceptable State banking specifications; does other related work.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Preference will be given to candidates who possess the following: Proficiency in the Microsoft Office Suite; excellent public speaking and writing skills; ability to organize, multi-task effectively and manage deadlines; solid customer service skills and the ability to communicate with a variety of government officials and bank representatives.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Attn: Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Analyst Trainee-OMB)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

In accordance with the *New Jersey First Act, P.L. 2011, c.70*, new public employees are required to obtain New Jersey residency within one (1) year of employment.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer